

<b>Designation</b>	Executive Accounts
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Booking Vendor entries for all Project Location in ERP.</li> <li>• Direct &amp; Indirect expenses for all project location in ERP.</li> <li>• Freight &amp; Transportation expenses of all project location.</li> <li>• Labour charges of all project location.</li> <li>• All Project Employees expenses reimbursement booking in ERP after getting approval of HOD and checking with policy.</li> <li>• Project Locations Cash expenses in tally and ERP after checking and approval of HOD.</li> <li>• Follow up with Bank for Payment process on time.</li> <li>• Preparation of Various schedules required by Internal &amp; Statutory Auditor.</li> <li>• Monthly procurement &amp; purchase entry for closing of MIS</li> <li>• Preparation of Bank Reconciliation.</li> <li>• Preparation of Vendor Reconciliation.</li> <li>• Sundry Creditors Advances set off after follow up with Respective HODs</li> <li>• Maintain Proper Filling System</li> </ul>
<b>Desired Profile</b>	<p>Should have good exposure in Accounts Payable.</p> <p>Should have eye for detail.</p> <p>Should be able to work in fast paced environment.</p>
<b>Education</b>	BCom / MCom
<b>Experience</b>	Preferably 1-5 Years.
<b>Industry Type</b>	Agri Commodity Exports, Manufacturing, Food processing
<b>Functional Area</b>	Accounts
<b>Location</b>	Andheri West (Mumbai)
<b>Contact</b>	Minal Lavangare, 3rd Floor, X-cube Building, Andheri West, Mumbai-400053
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